



CHIEF MEDICAL OFFICER,  
CORRECTIONAL FACILITY  
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE      OPEN - DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY      Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY      Submit an Examination Application (Std. Form 678) and a Supplemental Application for Chief Medical Officer, CF (CMO) to:

<p><b>By mail with:</b> Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545</p>	<p>or</p>	<p><b>In person with:</b> Department of Corrections and Rehabilitation Selection Services Section 1515 “S” Street, Room 522-N Sacramento, CA 95814 (916) 322-2545</p>
--	-----------	---

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for CMO can be downloaded from State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov) or CDCR’s website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov), or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

**NOTE:** Only applications with an original signature will be accepted.

CREDENTIALS VERIFICATION DISCLOSURE FORM      Please fax the following documents to the California Department of Corrections and Rehabilitation Credential Coordinator at (916) 322-3208:

- ❖ Credentials Verification Disclosure Form (CVDF)
- ❖ Current Curriculum Vitae or resume

The CVDF can be downloaded from State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov) or CDCR’s website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov), or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

APPLICATION DEADLINE/ REQUIREMENTS      Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S)      **\$14,221.40\* Per month**

**\*This salary includes pay differential enhancements to the base salary as authorized December 1, 2005, and applies to all Chief Medical Officer, CF appointed to Adult Institutions and Division of Correctional Health Care Services.**

**February 1, 2006, the above salary which includes pay differential enhancements to the base salary has been authorized to new Chief Medical Officer, CF appointed to Juvenile Institutions within the Division of Juvenile Justice.**

**Additionally, R & R Bonuses are offered at various locations throughout the state as identified below:**

- \$400 monthly R&R bonus (Centinela State Prison and Calipatria State Prison only)
- \$1,300 monthly R&R bonus (Pelican Bay State Prison only)
- \$1,250 monthly R&R bonus (Corcoran State Prison only)

**Base Salary:**  
**Range A: \$10,201 - \$11,530 Per month**  
**Range B: \$10,697 - \$11,692 Per month**

**Alternate Range Criteria**  
**Range A:** This range shall apply to any incumbent of a position who does not meet the criteria for payment at Range B.  
**Range B:** This range shall apply to:

1. Incumbents in any medical class having such a range, who have been accepted at some time for an examination for a medical specialty certificate as evidenced by a written statement from the secretary of an American Medical Specialty Board or an American Osteopathic Specialty Board.
2. Incumbents of classes who have completed three years of approved residency training in an accepted medical or osteopathic specialty in an approved hospital or institution.

SALARY RANGE(S),  
CONTINUED

3. Incumbents in a class who have completed one year of full-time paid public health medical experience in a public health agency, and one year of academic training on the graduate level in public health and preventative medicine, and one year of approved residency training in public health and preventative medicine.

- BENEFITS
- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
  - \$100 monthly Bilingual Differential Pay
  - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
  - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
  - Flexible work hours (management discretion)
  - Pre-tax parking (where applicable)
  - Fourteen (14) paid holidays
  - Generous paid vacation/sick leave
  - Jury duty/military/bereavement leave
  - Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
  - Pre-retirement death benefit
  - Dependent Care Program
  - Long Term Insurance (CalPERS)
  - Home Loan Program (CalPERS)
  - Legal Services
  - Employee Assistance Program
  - Work and Family Advisory Committee
  - Eleven (11) hours per month allowed for Annual Leave Credits. Increases to 14 hours after 37 months of full-time employment.
  - Medical license renewal fee reimbursement (actual cost)
  - California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)
  - Paid Continuing Medical Education

MINIMUM  
QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the Osteopathic Medical Board of California (formerly titled California Board of Osteopathic Examiners). (Applicants who are in the process of securing approval of their qualification by the Medical Board of California or the Osteopathic Medical Board of California will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) **And**

**Either I**

Two years of experience performing the duties of a Physician and Surgeon or Staff Psychiatrist in a California State correctional facility.

**Or II**

Four years of experience in the practice of medicine, including one year's practice in a hospital or correctional institution.

**Special Personal Characteristics:** Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

**Special Physical Characteristics:** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

**Applicants must show their Medical license number, title, and expiration date on their Examination Application (Std. Form 678).**

EXAMINATION  
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

**Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%**

**Scope:**

**A. Knowledge of:**

1. Modern principles and methods of general medicine and surgery, and skill in their application

2. Modern hospital administration and management

3. Principles and techniques used in the diagnosis and treatment of mental diseases

4. Principles and practices of personnel management and effective supervision

5. The Department's Equal Employment Opportunity (EEO) objectives

6. A manager's role in the EEO Program and the processes available to meet EEO objectives

**B. Ability to:**

1. Plan and direct the medical, surgical, dental and psychiatric activities in an institution and instruct nurses in routine procedures

2. Diagnose and treat a wide variety of diseases and injuries

3. Prepare and supervise the preparation of case histories and the keeping of hospital records

4. Prepare comprehensive medical reports

EXAMINATION PLAN,  
CONTINUED

5. Analyze situations accurately and take effective action  
6. Communicate effectively  
7. Effectively contribute to the Department's EEO objectives

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A Chief Medical Officer, CF works under general direction in a State correctional facility in the Department of Corrections and Rehabilitation. Incumbents plan, organize and direct the medical, psychiatric, dental and clinical services in the care and treatment of individuals housed in a State correctional facility; perform medical and surgical work; maintain order and supervise the conduct of inmates or wards; protect and maintain the safety of persons and property; and do other related work.  
  
Positions exist in institutions statewide and at Headquarters in Sacramento within the Department of Corrections and Rehabilitation.

VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at [www.spb.ca.gov](http://www.spb.ca.gov).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS